



State of Idaho

Department of Administration
Division of Public Works

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Governor

PAMELA I. AHRENS
Director

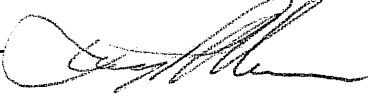
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MEMORANDUM

DATE: August 18, 2005

TO: All Contractors on Idaho Division of Public Works (DPW) Projects

FROM: Tim Mason, Administrator 

RE: Off-Site Storage of Materials

Off-Site Storage of Materials is governed by Section 9.3.2 of the General Terms and Conditions, as modified.

Unless otherwise provided in the Contract Documents, payments shall be made on account of materials and equipment delivered and suitably stored at the site for subsequent incorporation in the Work. If approved in advance by the Owner, payment may similarly be made for materials and equipment suitably stored off the site at a location agreed upon in writing. Payment for materials and equipment stored on or off the site shall be conditioned upon compliance by the Contractor with procedures satisfactory to the Owner to establish the Owner's title to such materials and equipment or otherwise protect the Owner's interest, and shall include the costs of applicable insurance, storage and transportation to the site for such materials and equipment stored off the site. Off site storage will not be approved at locations more than 10 miles from the project site or outside the State. Any materials stored off site and paid for by the Owner shall be physically marked as being the property of the State of Idaho.

Further, in accordance with Section 9.3.2, the following also apply:

1. The Contractor must provide at least thirty (30) days advance written notice of its request to store off-site. Such notice must include a description of the type, quantities, locations and values of materials involved for the next billing

cycle. All invoices must indicate the type, quantities and value of materials or equipment for which payment is requested.

2. Storage of materials at the Contractor's or Subcontractor's warehouse or shop is not suitable.
3. All materials stored off-site must be segregated and clearly marked with the DPW project number and as being the "Property of the State of Idaho."
4. The project architect and/or the DPW field representative must have unrestricted access to the stored materials during all business hours and may physically inventory all invoiced materials and may physically inspect the storage conditions.
5. The Contractor must provide consent of surety for payment of materials stored off-site.
6. The Contractor must maintain and must provide to the project architect, upon request, a current log of stored materials, which reflects when materials or equipment are used or added.
7. The Contractor must obtain and maintain on all materials stored off-site all risk property insurance at replacement cost, with the state of Idaho listed as the loss payee.